PART IV

Section 2-C.

RULES, ORDERS AND NOTIFICATIONS UNDER MYSORE ACTS AND ORDINANCES

NOTIFICATION.

No. 1445—Cts. 75-52-1, dated Bangalore, 27th June 1952.

In exercise of the powers conferred by Section 50 of the Administrator-General's Act, 1913 (Central Act III of 1913), His Highness the Maharaja of Mysore is pleased to make the following rules, namely :—

1. These rules may be called "Administrator-General (Mysore) Rules, 1952."

2. (1) If the Administrator-General has notice of the existence of a person or persons who would be entitled to grant of probate or letters of administration in preference to the Administrator-General and if the intentions of such person or persons as to applying for probate or letters of administration have not been ascertained, the Administrator-General shall, before applying for grant of letters of administration to himself, give notice in writing to such person or persons of his intention so to apply in default of such person or persons applying for grant of probate or letters of administration to himself or themselves within a reasonable time to be specified in such notice.

(2) The Administrator-General shall, in all cases, without prejudice to his duty to do everything necessary to protect the interests of creditors and other persons having superior claims to the assets of an estate, use his best endeavours to ascertain the wishes of relatives and others interested in the disposal of the assets of every estate under his administration and shall have regard to such wishes especially in respect of specific assets to which sentimental or personal association attach, unless he considers such a course would be prejudicial to the due administration of the estate:

Provided that nothing in this rule shall prevent the immediate disposal of live-stock or other assets subject to speedy or natural decay.

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3. (1) When the Administrator-General collects and takes possession of assets under an order made under Section 11 of the Act or with a view to obtain letters of administration under Section 9 of the Act or to administer without letters of administration under Section 32 of the Act, he shall be entitled to a commission upon the amount or value of the assets which he so collects or takes possession of, according to the following scale, subject to a minimum of Rs. 15.

In the case of movable articles taken possession or and kept in custody.	Two per centum of the value of such articles.
In the case of outstandings and moneys collected.	Five per centum of the amount collected.
In the case of immovable property ...	Five per centum of the income derived from such property.

If letters of administration in respect of such assets are afterwards granted to the Administrator-General or such assets are afterwards administered by him without letters of administration, the commission collected under this sub-rule shall be deemed to be a part payment of the commission payable to the Administrator-General under sub-rule (3) (*a*).

(2) For every certificate granted under the provisions of Sections 31 and 32 of the Act, the Administrator-General shall be entitled to charge a fee calculated at the rate of three per centum on the amount mentioned in the certificate, subject to a minimum of Rs. 6.

(3) (*a*) The Administrator-General shall, in respect of every estate administered by him under any letters of administration granted to him in his official character, or under any probate granted to him of a will wherein he is named as executor by virtue of his office, or under any probate or letters of administration vested in him by Section 25 of the Act, or under Section 32 of the Act without a grant of letters of administration, be entitled to receive a commission upon the amount or value of the assets which he collects, or takes possession of in due course of administration according to the following scales:

(i) In the case of an estate the total value of which does not exceed Rs. 50,000.	Five per centum.
(ii) In the case of an estate the total value of which exceeds Rs. 50,000 but does not exceed Rs. 1 lakh.	Five per centum up to Rs. 50,000 and four per centum on the balance.

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(iii) In the case of an estate the total value of which exceeds Rs. 1 lakh but does not exceed Rs. 2 lakhs.	As in item (ii) up to Rs. 1 lakh and three per centum on the balance.
(iv) In the case of an estate the total value of which exceeds Rs. 2 lakhs.	As in item (iii) up to Rs. 2 lakhs and two per centum on the balance.

Provided that the aforesaid scales shall be subject:

(i) to a minimum of Rs. 15 in the case of assets realised as capital;

and

(ii) to the following minimum scale in the case of assets realised as income:

Where the income does not exceed Rs. 20 per half year.	Re. 1 per half year.
Where the income exceeds Rs. 20 but does not exceed Rs. 50 per half year.	Rs. 2-8-0 per half year.
Where the income exceeds Rs. 50 but does not exceed Rs. 75 per half year.	Rs. 3-12-0 per half year.
Where the income exceeds Rs. 75 but does not exceed Rs. 100 per half year.	Rs. 5 per half year.

(*b*) The last sub-rule shall not apply to cases in which the property of an officer or soldier dying on service comes into the hands of the Administrator-General under the provisions of the Army and Air Force (Disposal of Private Property) Act, 1950.

The Administrator-General shall charge three per centum on gross amount of such property coming into his hands if preferential charges as defined by the second section of the said Statute have been previously paid, or on the gross amount remaining in his hands after payment by him of such charges as the case may be.

(*c*) Notwithstanding anything hereinbefore contained, when the Administrator-General obtains probate or letters of administration operating in another State, he shall be entitled to the same rate of commission in respect of the collection of assets collected in such State as the Administrator-General of such State would have been entitled to if such assets had been collected and distributed by him, and to no higher rate.

(4) The capital value of immovable properties, for purposes of levying commission, shall be fifteen times the annual gross rentals derived from the said properties on the date when the Administrator-General takes possession of the properties.

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(5) For purposes of levying commission, the movables shall be valued by the Administrator-General at the time he takes possession of them.

(6) Commission on interest realised from securities shall be levied on the net amount collected by the Administrator-General in the course of administration.

4. (1) On the grant to the Administrator-General of probate or letters of administration to any estate or in the case of an administration under Section 32 of the Act without such grant or in case of a transfer of administration to the Administrator-General under Section 25 of the Act, the Administrator-General shall publish a notice in two consecutive issues of the *Mysore Gazette*, in the following form:

> "The Administrator-General of Mysore hereby gives notice that he is administering from.....the estate of .... deceased, late of..... .... under the provisions of Section 32 of the Administrator-General's Act, 1913, without any grant of administration or under a deed of transfer executed on ..... under the provisions of Section 25 of the Administrator-General's Act, 1913, or under a grant of probate (or letters of administration) made to him on the ....by the High Court of Mysore and that all persons having claims against the said estate as creditors, next of kin, legatees or in any other manner whatsoever should prefer their claims to the said Administrator-General on or before the .... after which date he will proceed to make distribution of the assets of the said estate and will recognise in such distribution only such claims as shall have previously been established to his satisfaction."

(2) The period allowed to claimants to prefer their claims to the Administrator-General shall in no case be less than one month from the date of the publication of the said notice, and in cases in which the Administrator-General has reason to believe that claimants may be residing out of India, the period shall not be less than two months from the date of such publication.

(3) The expenses of publishing such notices shall be charged to the estate concerned.

5. (1) Notice of rejection or disallowance in part, by the Administrator-General of any claim shall contain the following particulars :—

(*a*) Name of the estate.
(*b*) Name and address of the claimant.
(*c*) Particulars of the claim rejected or of the part disallowed and the reasons for such rejection or disallowance.
(*d*) Date on which notice of the claim in question was received by the Administrator-General.
(*e*) Date of the final decision of the Administrator-General rejecting the claim or disallowing it in part.

(2) For the information of claimant, the provisions of Section 26, sub-section (3) of the Act shall be cited at the foot of the notice.

6. (1) All fees and commission leviable under these rules, except those chargeable to estates under the charge of the Administrator-General, shall be payable to him in advance by the person liable to pay the same.

(2) All fees and commission collected by the Administrator-General under the provisions of these rules shall be paid by him on or before the 20th of the month following that in which they are realised, into the State Huzur Treasury to the credit of the Government :

Provided that the Administrator-General may make refunds of fees and commission over-charged from the fees and commission collected by him under the provisions of these rules.

(3) Any sum payable as commission or fees in pursuance of these rules shall be taken to the nearest anna, *i.e.*, any sum from 6 pies to 11 pies shall be charged as one anna and any sum less than 6 pies shall be remitted.

7. (1) No person shall be entitled to inspect the accounts relating to an estate and the reports and certificates of the auditor relating thereto without first satisfying the Administrator-General that he is interested in the Administration of the said estate :

Provided that nothing hereinbefore contained shall preclude the Administrator-General from refusing inspection of documents and papers of a confidential nature, and

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the decision of the Administrator-General in this respect shall be final.

(2) Every person desiring such inspection shall, at least one clear day before the day on which he desires inspection, apply in writing to the Administrator-General setting forth the following particulars :—

(*a*) His name and address.

(*b*) The name of the estate as to which inspection is desired.

(*c*) The nature of his interest in such estate.

(*d*) The day on which he desires inspection.

He shall also deposit with the application a minimum fee of Re. 1 which shall be refunded to the applicant in case inspection is not granted.

(3) The Administrator-General shall, after being satisfied as to the interest of the applicant in the estate or matter in question and also as to his *bona fides* appoint an hour on the day named in the application for inspection by the applicant under such supervision as he thinks fit. If, for any sufficient reason, inspection cannot be granted on the day named by the applicant, the Administrator-General shall appoint some other hour and day convenient to the applicant.

(4) A fee calculated at the rate of Re. 1 for every half hour or fraction thereof shall be paid by the applicant in respect of every such inspection as relates to estates which have not been closed in the hands of the Administrator-General. The fee for such inspection in respect of closed estates shall be calculated at the rate of Rs. 2 for every half hour or fraction thereof.

(5) No person shall be entitled to obtain copies of or extracts from the said accounts, certificates and reports of the auditor unless he is a person entitled to inspection thereof:

Provided that nothing hereinbefore contained shall preclude the Administrator-General from refusing grant of copies of documents and papers of a confidential nature, and the decision of the Administrator-General in this respect shall be final.

(6) A fee calculated at the rate of four annas per folio of 72 words subject to a minimum of Re. 1 shall be levied in respect of every copy or extract granted, and if any such copy or extract is required to be certified by the Administrator-General as a true copy, an additional fee of Re. 1 shall be levied.

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8. (*a*) The Administrator-General shall keep the following registers:

1.	Register of estates in charge of the Administrator-General.	Form No. 1
2.	Register of Assets in each estate ...	Do 2
3.	Petty Cash Book showing in separate columns the receipts of cash, cheques, dividend warrants, etc., and also payments of the same through the office to be balanced daily.	Do 3
4.	General Cash Book showing in separate columns every receipt and payment through the office and every receipt and payment through the treasury, of cash, cheque, dividend warrants, Government and other securities, etc., the dates of receipt and payment and the voucher number for each such payment.	Do 4
5.	Ledger in which shall be entered the account current with each separate estate showing the detailed debit and credit items and every transaction whether in cash Government or other securities.	Do 5
6.	Register of sales of movable and immovable properties.	Do 6
7.	Register of outstandings in which shall be entered all the outstandings due to an estate in the shape of book debts, promissory notes, mortgages, pledges, etc.	Do 7
8.	Stock book of jewellery, trinkets and other valuables belonging to each estate.	Do 8
9.	Register of Government and other securities belonging to each estate.	Do 9
10.	Register of rents and lease amounts collected from immovable properties.	Do 10
11.	Register of suits and proceedings to which the Administrator-General is a party.	Do 11
12.	Register of commissions and fees collected and credited to Government monthly.	Do 12
13.	Receipt Book	Do 13
14.	Income-tax refund register in which shall be entered all particulars regarding applications made to Income-tax officers concerned for refund of Income-tax deducted and the particulars of all refunds realised.	Do 14
15.	Assessment Register in which shall be entered particulars of all taxes, quit rents, jodi, khayamgutta, cesses, etc. paid in respect of immovable properties.	Do 15

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16.	Vacancy remission register in which shall be entered all particulars in respect of applications made to the City of Bangalore Municipal Corporation, Moffusil Municipalities, Village Panchayets or District Boards for remission of tax, etc. on the ground of vacancy.	Form No.	16
17.	Periodical payments register in which shall be entered particulars of all payments made to beneficiaries, etc. periodically.	Do	17
18.	Register of foreign remittances in which shall be entered all payments made to beneficiaries and other parties resident in foreign countries.	Do	18
19.	Register of sanctioned estimates in which shall be entered all particulars regarding estimates sanctioned by the Administrator-General.	Do	19
20.	Register of buildings and fixtures in which shall be entered particulars of all house properties, particulars of fixtures and movables belonging to each building, repairs and improvements effected to each building, and the value thereof.	Do	20
21.	Register of advances in which shall be entered particulars regarding advances made and their recoveries or adjustments.	Do	21
22.	Register of claims in which shall be recorded all claims made against the various estates, whether admitted or rejected.	Do	22
23.	Register of certificates issued under sections 31 and 32 of the Administrator-General's Act.	Do	23
24.	Register of amounts to be transferred to Government.	Do	24
25.	Register of properties locked and sealed or left in the custody of the beneficiaries.	Do	25

(*b*) Every payment charged in the Administrator-General's cash account shall be supported by a corresponding voucher which shall be passed for payment under the initials of the Administrator-General.

9. (1) whenever the cash balance to the credit of any individual estate shall amount to Rs. 500 after providing for ascertained current demands, the Administrator-General shall invest or retain invested such balance in

(*a*) Government Securities;

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(*b*) any of the securities authorised by the instrument under which the Administrator-General holds the estate and in which he is requested so to invest or to retain invested such cash balance by the person or persons beneficially interested in the same;

(*c*) unless expressly forbidden by the instrument under which the Administrator-General holds the estate, in any of the securities in which trustees are authorised to invest by the provisions of the Indian Trusts Act, 1882 (II of 1882), or any amendment thereof, save and except that no investment on mortgage of immovable property shall be made by the Administrator-General without the previous sanction of the High Court.

(2) All moneys coming into the hands of the Administrator-General, except those invested under sub-rule (1) and those retained for current petty expenditure by the Administrator-General, shall be deposited by the Administrator-General in the personal deposit account of the Administrator-General in the State Huzur Treasury, and shall form his current balance.

(3) The Administrator-General shall not retain in his hands a larger sum in cash than Rs. 1,000.

(4) All Government securities, bank, railway or other shares and debentures coming into the possession of the Administrator-General shall forthwith be lodged by him in the District Treasury, Bangalore, for safe custody except in cases in which it may be necessary for him to retain them temporarily for any purpose.

(5) All jewellery, trinkets and other valuable articles coming into the possession of the Administrator-General shall forthwith be lodged for safe custody in the State Huzur Treasury, Bangalore, except in cases in which it may be necessary for the Administrator-General to retain them temporarily for any purpose.

10. Remittances to foreign countries of sums of money payable or belonging to persons resident in those countries shall be made by purchasing bills of exchange payable on demand drawn by the Bank of Mysore, Bangalore.

11. (1) The Administrator-General shall, every year, that is to say, on or before the first day in August, deliver to the Government in quadruplicate :—

(*a*) A schedule showing the gross amount of all sums of money and all bonds or other securities for money received or issued by him on account of each estate in his charge, and the balances, during the year ending on the thirty-first day of March next before the day of delivering such schedule ;

(*b*) A schedule of all administrations whereof the final balances have been paid over to the persons entitled to the same, during the same period, specifying the amount of such balances and the persons to whom paid.

The aforesaid schedules shall, within fourteen days afterwards be published in the *Mysore Gazette* by the Administrator-General.

(2) The accounts of the Administrator-General shall be closed once a year on 31st March for the schedules which under sub-rule (1) above is required to be delivered to the Government on or before the 1st August next succeeding that date.

(3) The Administrator-General shall be entitled to such fee as the Government may prescribe from time to time for the preparation of the schedules for every year in addition to the costs of printing and publishing the same.

12. (1) The accounts and schedules of the Administrator-General shall be audited every year and the controller, State Accounts Department, Bangalore shall from time to time appint an auditor or auditors for this purpose.

(2) The auditor or auditors shall submit to Government, together with the audit report, a statement of the accounts in the forms specified below :—

(i) Abstract of cash and Government or other securities received and paid during the year (Statement A)

(ii) Administrator-General's balance for the year (Statement B).

(iii) Abstract of commission account of the Administrator-General for the year (Statement C).

(iv) Statement showing particulars of assets remaining in the hands of the Administrator-General for twelve years or upwards which have to be finally credited to Government (Statement D).

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(v) Statement of remittances to foreign countries during the year for which acknowledgments have not been received (Statement E).

(vi) Statement showing sums below Rs. 10 in amount at credit of different estates and trusts for which there are no claimants (Statement F).

(vii) Statement showing sums below Rs. 10 in amount at debit of different estates the recovery of which is hopeless (Statement G).

(viii) Statement showing sums above Rs. 10 in amount at debit of estates the recovery of which is hopeless (Statement H).

(ix) Memorandum of law costs for the year (Statement I).

(x) Statement showing balances of Rs. 500 and upwards on the last day of the year with reasons for non-investment (Statement K).

(3) The Controller, State Accounts Department, Bangalore, shall be entitled to a remuneration at the rate of 7 annas per cent on the value of the transactions in each estate, for his services in connection with each yearly audit. The said remuneration shall be defrayed by all the estates provided that the mere conversion of securities into cash and *vice versa* or a mere change of securities shall not be deemed to be a transaction for the purposes of this sub-rule.

(4) (*a*) The fee due to the Administrator-General under sub-rule (3) of Rule 11 for the preparation of the yearly schedules, together with the costs and expenses of printing and publishing the said schedules and the copies thereof, shall be defrayed by all the estates, to which such schedules relate, in proportion to the value of the transactions in each of the said estates, provided that the mere conversion of securities into cash and *vice versa* or a mere change of security shall not be deemed to be a transaction for the purposes of this clause.

(*b*) The remuneration of the Controller, State Accounts Department, Bangalore under sub-rule (3) and the proportion of the fee of the Administrator-General under clause (*a*) of this sub-rule shall be ascertained and settled by the auditor or auditors and shall be paid out of the estates accordingly by the Administrator-General.

(5) When an estate is about to be closed, the Administrator-General may call upon the auditor or auditors to ascertain and fix a definite sum to be retained by the Administrator-General to defray the costs and expenses referred to in sub-rule (4) in respect of the estate

in question. The sum thus fixed by the auditor or auditors shall be treated as the proportion of the above charges to be contributed by the estate in question. The sum so fixed shall be immediately transferred to a separate account called "The closed estates audit, etc., charges, account" and appropriated towards the audit charges, fees for the preparation of the schedules and charges for printing and publication of the same when they become payable.

13. (1) When the administration of an estate is completed as far as it is possible and the accounts of the estate have been closed and audited, and no claim thereto has been put forward, the fact of such completion and closure shall be notified in the *Mysore Gazette*, with the particulars of the amounts remaining unclaimed and, if ascertainable, the names of the person or persons *prima facie* entitled to the same. The notice shall further state that the amounts will be transferred to Government if they are not claimed within a period of twelve years from the date of the Notification. The period of twelve years specified in Section 52 of the Administrator-General's Act, 1913, shall be reckoned from the date of such Notification.

(2) All unclaimed assets transferable to the credit of Government under Section 52 of the Act shall be paid into the State Huzur Treasury to the credit of the Government.

(3) Any person claiming payment of the same under the provisions of Section 53 of the Act shall establish his claim to the satisfaction of Government.

14. The Administrator-General may, after closing the administration of any estate in his hands, destroy any private papers, bills, receipts, memoranda and other similar documents of no value which he has received along with the estate and which are not claimed by the beneficiaries, next of kin or any other persons entitled thereto within three months after such closing has taken place.

15. Without the sanction of Government the Administrator-General shall not enter upon any litigation in connection with an estate in his charge the expenses of which are likely to exceed the assets of the estate already in his hands, unless he is properly and sufficiently indemnified against such expenses.

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Explanation.—By "proper and sufficient indemnity" is meant indemnity sufficient to cover all probable costs and consisting in the deposit of Government securities, cash or jewels to an amount to be determined by the Administrator-General.

16. If, in any case, it appears to the Administrator-General that the circumstances of an estate proposed to be administered by him are or probably will be such as to render his duties in relation thereto exceptionally simple or otherwise of an exceptional character, justifying this course, he may, with the previous sanction of Government, remit any part, not exceeding one-half of any prescribed fee.

17. If any expenditure has to be incurred by the Administrator-General in connection with the administration of estates and it cannot be met out of the funds held by him in his personal deposit account (which he is permitted to open under sub-rule (2) of Rule 9), sanction of Government in each case shall be obtained and the amounts sanctioned by Government drawn in ordinary Contingent Bill forms.

If the Government order the recovery of such expenditure from a private party, the recovery shall be made by the Administrator-General and accounted for by him either as an abatement of charge or as revenue under "XXI Administration of Justice—Collection of Payments for services rendered" according as the recovery is made before or after the close of the year in which the expenditure is incurred.

18. The Administrator-General shall maintain a record of all cases in which the properties of estates are kept under the lock and seal of the Administrator-General or left in the custody of a beneficiary or any other person for his use or occupation with or without an undertaking to produce whenever necessary. A register in Form No. 25 shall be kept for the purpose. Such properties shall be checked at least once in a year either by the Administrator-General or the Deputy Administrator-General with the inventory thereof and a certificate to that effect shall be entered in the said register.

19. The Administrator-General may recoup from out of the contingent grant made to his office sums below Rs. 10 at debit of any estate the recovery of which is doubtful or impossible.

FORM No. 1.

Register of Estates Administered.

Serial number	Name of the deceased	Date of death	Date of grant of Probate or Letters of Administration	Provision of Law, Sections 9, 10, 11, 13, 25, 32, or The Army and Air Force (Disposal of private property) Act, 1950	Next of kin or beneficiaries and their addresses	Nature of their interest in the estate	Nature of assets	Estimated value	Liabilities	Disposal		Unclaimed balance, if any
										Nature	Date	
1	2	3	4	5	6	7	8	9	10	11		12

The following instructions should be printed on the covering sheet of the register :

(1) In column 8 'Nature of assets', reference should be given to the corresponding entries in the Assets and Outstanding Register.

(2) In column 11 'Nature of disposal', it should be stated, how the administration was completed, *i.e.*, revocation of grant, handing over the remainder to the beneficiary, transfer to the Official Trustee, etc.

(3) In column 10 reference should be given to the claims register.

Name of the estate.....

FORM No. 2.

Assets Register.

Date of vesting .....

Serial number 1	Nature and description of assets 2	Person in possession and his address 3	When received or reduced into possession 4	Value on the date of petition for grant or on the date of vesting 5	How disposed of and when 6	Amount realised 7	Reference to the volume of relevant register 8

The following instructions should be printed on the covering sheet of the register.—

(1) In column 2—If the assets are a number of movables a consolidated entry 'movables' may be made and in the Sales Register their detailed description should be given.

(2) In column 6—Should be entered 'sold through auctioneers', 'delivered to .....', 'leased.....', as the case may be and the relevant order of Court or any other authority under which the delivery or sale is effected should be noted.

(3) In column 8—The volume and page of the Rent Register, Sales Register, Jewels Register, Outstandings Register, Securities Register, etc., should be given.

FORM No. 3.

Petty Cash Book.

Date	Estate	Name	Receipt			Payment		
1	2	3	4			5		
			Rs.	a.	p.	Rs.	a.	p.

Dr. FORM No. 4. Cr.

General Cash Book.

Date	Receipt Numbers	Particulars of receipt	Estate credited	Ledger folio	Through		Government securities	Other securities		Date	Voucher number	Particulars of payment	Estate debited	Ledger folio	Through			Government securities	Other securities	
					Office	Treasury		Number of shares	Value						Office	Cheque number	Treasury		Number of shares	Value

FORM No. 5.

Ledgers.

Dr. Cr.

Date	Particulars of payment	Other Securities	Government Securities	Cash	Balance	Date	Particulars of receipt	Other Securities	Government Securities	Cash	Balance
		Rs.	Rs.	Rs. a. p.	Rs. a. p.			Rs.	Rs.	Rs. a. p.	Rs. a. p.

FORM No. 6.

Sales Register.

Name of the Estate :

Serial No.	Description of property	Name of auctioneer	Date when sent to auctioneer	Sale price	Expenses of Sale	Net amount received and date	Volume and page of the Assets Register

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FORM No. 7.

Name of the Estate: **Register of Outstandings.**

Serial number	Nature and particulars of debt, *e.g.*, promissory note, mortgages, pledge, etc., date of debt, rate of interest, etc.	Amount due for principal and interest	Name and address of debtors	Date of limitation	Action taken	Amount realised and date of realisation towards principal and interest			Remarks
						Date	Principal	Interest	
1	2	3	4	5	6	7	8	9	10

NOTE —To be printed on the covering sheet.
This register should contain all book debts, mortgages and promissory notes and loans on pledges, due to an estate.
Under column (6) if a suit is filed, reference to the suit register should be given, if under correspondence with debtors, etc, the current number should be referred to.

FORM No. 8.

Name of the Estate: **Stock Book of Jewels and Trinkets**

Serial number	From whom received	Description of jewels, etc.	Approximate value	Date of receipt	Deposit at the Treasury				Delivered to whom, when and authority (Order of Court, etc.)	Signature of the recipient	Remarks
					Date	Treasury receipt	Date of withdrawal	Date of Deposit			

FORM No. 9.

Estate of

Securities Register.

Date of purchase	Loan or description	Number of securities	Amount	Amount of interest payable each half-year			Number of Treasury acknowledgment	Date of realisation of interest or dividends				Remarks.
								Year		Year		
								First half	Second half	First half	Second half	
				Rs.	a.	p.		M. D.	M. D.	M. D.	M. D.	

FORM No. 10.

Estate of

Rent Register for the year.

Door number	Description of property	Name of tenant	Monthly rent			Advance			Arrears			Date of payment of arrears	January	February	March	April	May	June	July	August	September	October	November	December	Balance at the end of the year	Action taken
			Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.															

FORM No. 11.

Register of Suits and Proceedings.

Name of the estate.....

Serial number	Nature of suit (on promissory note, mortgage, etc.)	Name of Advocate for A.G.	Date of filing of suit or proceedings	Number of suit and name of Court	Name of opposite parties and their Advocates	Amount or value of the claim	Particulars of charges incurred	Court-fee, advertisement fee and out-fee, etc.	Date and particulars of decree	Amount decreed	Order for instalment payments		Recovery		Execution						Payments, if any, by A.G.			
											Number	Amount	Amount	Date	Date of filing	Number of E.P.	Charges incurred	Amount claimed in E.P.	Amount realised	Date	Amount			Date
																					Rs.	a.	p.	

FORM No. 12.

Register of Commission and Fees.

Year..... Month.....

Date	Estate or person from whom collected	Ledger folio	Commission			Certificate fee amount	Search and copying fee	Date of credit to Government	Refunds and adjustments
			Rate	Amount on which charged	Amount of commission				

FORM No. 13.

Receipt Book

ORIGINAL

Received from
Rupees
Being the
Office
Station
Dated

Signature and Designation.

DUPLICATE

Received from
Rupees
Being the
Office
Station
Dated

Signature and Designation.

FORM No. 14.

Register of Income-Tax Refunds.

Estate..... .....

Serial Number	Name of the estate	Nature of relief (refund or exemption)	Year for which due	Income returned	Tax deducted	Date of application	Date of refund or exemption certificate	Amount of refund	Date of credit to estate

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FORM No. 15.

Assessment Register.

Door number	Street	R. S. Number	Municipal annual value	I April to September	II October to March	I April to September	II October to March	I April to September	II October to March	I April to September	Remarks

FORM No. 16.

Name of the Estate.

Vacancy Remission Register.

Sl. No.	Premises	Date of commencement of vacancy	Date of report to the local authority	Date of application for remission	Amount of remission allowed			Date of receipt
					Rs.	a.	p.	

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FORM No. 17.

PERIODICAL PAYMENTS REGISTER.

YEAR

Name of the estate	Name of payee and address	Amount payable	Period for which the amount is payable	Advances paid, if any	Mode of payment (by M. O., cheque, cash)	MONTHLY PAYMENTS											
						January	February	March	April	May	June	July	August	September	October	November	December

FORM No. 18

REGISTER OF FOREIGN REMITTANCES.

Date	Name of the estate	Name of payee and address	Amount remitted	Date of remittance	Exchange rate	Amount in foreign currency	Date of payee's acknowledgment

FORM No. 19.

REGISTER OF SANCTIONED ESTIMATES FOR THE YEAR

Sl. No.	Name of the estate	Date of sanction	Particulars of house, door number and street	Nature of work executed	Amount sanctioned	Advance paid, if any, with date	Date of completion	Amount and date of final payment	Name of contractor employed

FORM No. 20.

REGISTER OF HOUSES AND FIXTURES.

Sl. No.	Name of the estate	Description of the property, door number, etc.	List of fixtures and other movables belonging to the estate	List of trees standing on the property	Municipal annual valuation of the property	Half-yearly tax	Rent derived therefrom	When repaired or improved and at what cost (reference to register of estimates)	Approximate value of the property (original value)	Amount of lease of usufruct of trees recoverable from the tenant	Who is to bear the electric current consumption charges and in whose name the deposit stands

FORM No. 21.

Register of Advances.

Serial No.	Name of the estate	To whom advanced	Date of advance	Amount advanced	How recoverable	Amount recovered	Date of recovery	Balance due

FORM No. 22.

Register of Claims.

Serial No.	Date of receipt of claim	Claimants with their particulars and addresses	Amount of claim	Date of admission, or rejection of claim	Amount allowed	Amount paid	When paid	Remarks

FORM No. 23

Register of Certificates issued under Section 31 of the Administrator-General's Act.

Sl. No.	Date of receipt of application	Name and address of applicant	Advocate for applicant	Name of the deceased	Value of assets	Date of grant of certificate	Amount of fee collected	Amount of security (Section 32)	Revocation of grant (Section 36)

FORM No. 24.

Register of Amounts to be transferred to Government.

Serial No. (1)	Name of estate (2)	Date of closing (3)	Date of notification (4)	Amounts unclaimed and persons entitled (5)	Date, amount and person to whom paid, if any (6)	Date of transfer to Government (7)

FORM No. 25

Register of properties locked and sealed or left in the Custody of Beneficiaries.

Name of the estate 1	Description of the properties 2	Premises or persons in which or whose custody left 3	Date of sealing or handing over 4	Date and initials of the officer checking 5	Remarks 6

STATEMENT "A"

Abstract of cash and Government and other securities received and paid during the year ending.....19

Particulars	With the Bangalore District Treasury		State Huzur Treasury			With the Administrator-General				
	Government Securities	Other Securities	Cash			Government Securities	Other Securities	Cash		
Balance on 31st March 19 ...	Rs.	Rs.	Rs.	a.	p.	Rs.	Rs.	Rs.	a.	p.
Add—										
Receipts from 1st April 19 . to 31st March 19										
Total ...										
Deduct—										
Payments from 1st April to 31st March 19 .										
Balance ...										

STATEMENT "B".

Administrator-General's balance for the year ending.....19

Assets	Government Securities	Other Securities	Cash			Liabilities	Government Securities	Other Securities	Cash		
	Rs.	Rs.	Rs.	a.	p.		Rs.	Rs.	Rs.	a.	p
Total ...											

STATEMENT "C".

Abstract of commission account of the Administrator-General for the year ending.....

Month	Gross Commission			Fees for Certificates (Rule II) (2)			Inspection and copying fees			Total Receipts			Writeback and miscellaneous charges			Net income		
	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.
Total ...																		

250

887

688

STATEMENT 'D'.

Statement showing particulars of assets remaining in the hands of the Administrator-General for twelve years or upwards which have to be finally credited to Government.

Estate	Date of administration	Date of closing	Amount		
			Rs.	a.	p.
		Total ...			

STATEMENT 'E'.

Statement of remitances to foreign countries during the year ending for which acknoledgments have not been received.

Estate	Date of remittance	Amount		
		Rs.	a.	p.
	Total ...			

STATEMENT 'F'.

Statement showing sums below Rs. 10 in amount at credit of different estates for which there are no claimants.

Estate	Date of closing	Amount		
		Rs.	a.	p.
	Total ...			

STATEMENT 'G'.

689

Statement showing sums below Rs. 10 in amount at debit of different estates the recovery of which is hopeless.

Name	Date of Administration	Amount		
		Rs.	a.	p.
	Total ...	—	—	—

STATEMENT 'H'.

Statement showing sums above Rs. 10 in amount at debit of estates the recovery of which is hopeless.

Name	Date of Administration	Amount		
		Rs.	a.	p.
	Total ...	—	—	—

STATEMENT 'I'.

Memorandum of law costs for the year ending 19 .

Number	Name of estate	Date of payment			Amount	To whom paid
		Rs.	a.	p		
		—	—	—		

690

STATEMENT 'K'.

Statement showing cash balances of Rs. 500 and upwards on the.....with reasons for non-investment.

Estates	Amount			Remarks
	Rs.	a.	p.	

By Order of His Highness the Maharaja,

N. R. JAYA RAO,
Secretary to Government,
Law Department.